



**Program Review  
New Position Request Presentation**

**Requested by: Kinesiology, Athletics, & Dance Division**

# Positions Requested

- **Instructional Aide II**
- **Sports Information Director**
- **Program Services Coordinator**
- **Equipment Manager**

## Instructional Aide II Alignment with KAD Vision

- Consistent with the overall mission, vision, and values of the college, KAD provides an environment that **stresses critical thinking and skill development** while encouraging diversity, personal growth, discipline, assertiveness, persistence, honesty, sensitivity, and emotional control.
- Identify and implement resources to enhance and support **student success, retention, and transfer goals** through adequate staffing.
- Increase opportunities for year-round **support, recruitment, and marketing initiatives**, focusing specifically on communities that are underserved and underrepresented
- Establish a framework to ensure the KAD Division can **programmatically expand** future athletic team offerings.

# Instructional Aide II

- Exchanges information with students, faculty, and staff regarding subject matter, resources, materials, policies, and procedures associated with the classroom or laboratory setting
- Confers with faculty regarding curriculum, student materials for use in the classroom or laboratory, computer hardware, software, other learning tools, equipment and supplies, student assignments and progress, tests and student test scores, proctoring and scoring tests, student attendance, purchase or modification, inventory and storage of equipment, and other technical information related to the services and programs offered
- Attends meetings, conferences, and workshops to obtain current procedural and other information and participates in division and department planning activities as needed
- Makes presentations to small and large groups to publicize services and programs as assigned
- Under the direction of faculty or as the result of a student learning plan, tutors students on problem areas of a designated subject area, demonstrates subject-matter skills, directs students in practical laboratories, and demonstrates equipment techniques
- Demonstrates safety procedures for the use of classroom and laboratory equipment and supplies
- Troubleshoots operational problems with laboratory and classroom equipment
- Researches background of subject matter to maintain current information and as directed by faculty, compiles and organizes lesson plans and materials for faculty presentation



# Instructional Aide II

## **Women's Soccer**

- Five year enrollment numbers for VARS 154
  - 2018: 21
  - 2019: 20
  - 2021: 14
  - 2022: 16
  - 2023: 20

## **How is this job done?**

- 100-150 hours of recruiting
- Attends 30-40 games for scouting and recruiting
- Up to 25 campus tours approximately 1.5 to 2 hours each
- 50 hours or more spent texting, emailing, calling, researching
- BEYOND faculty workload

# Instructional Aide II

- What will happen if this position is not filled?
  - We continue to be in Title 9 violation
    - Women's golf
    - Womens tennis
    - Women's basketball at CSM and skyline
  - Faculty working outside of contract
- Sister Colleges have already set the precedent
  - CSM sports have designated IAll's

# How does an I.A.II align with the EMP?

## **Goal 2:**

- 2.1 -- Increase support for faculty to provide more timely, individualized attention for students in their classes, such as smaller class sizes in key courses, more embedded tutors, and teaching assistants

## **Goal 3:**

- 3.6 -- Collaborate with community organizations to host summer camps, events, and other activities and programs that help triple the number of high school students on campus during the summer and on Saturdays during the academic year, particularly students who may not be college aware or on track to be college ready

# Strategic Alignment

## ***Federal / State mandates:***

- Equity in Athletics Disclosure Act (EADA), R-4 Statement of Compliance /Title IX, California Community College Athletic Association (CCCAA)

## ***SMCCCD Board Goals:***

### **1. Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success**

- Increase the number of students who utilize support services that enable them to stay in school and succeed.
- Systematically evaluate the effectiveness of existing programs in all areas and develop, strengthen or eliminate programs to support student success.

### **2. Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County**

- Expand student services, student clubs and learning communities for the benefit of all students but especially underrepresented or other at-risk students.

### **3. Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success**

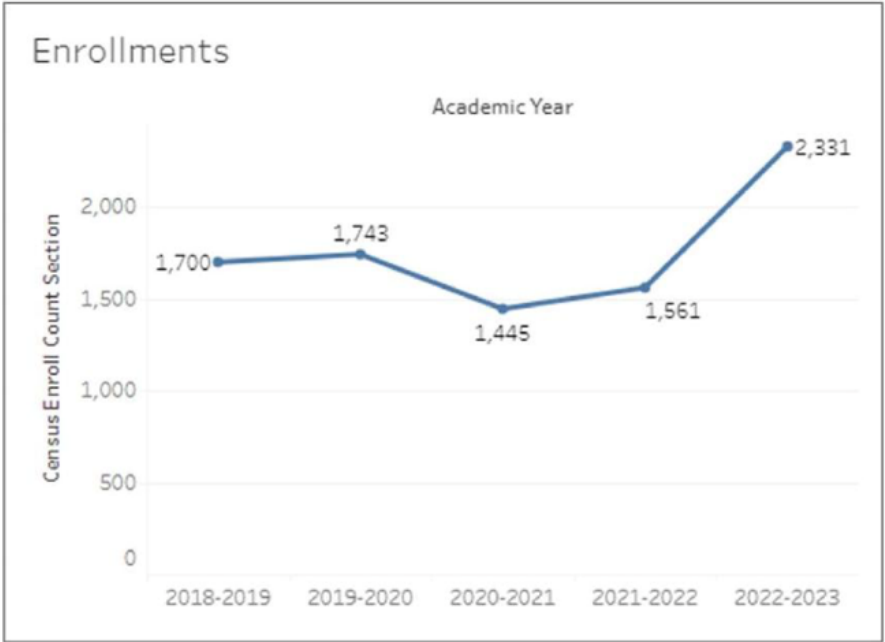
- Expand program delivery options, including accelerated completion options, for all students including online students, e.g., College for Working Adults; short-term classes; intersession classes; cohort classes; and continuing, corporate and community education
- Share data and information, especially about student success, with community partners

### **4. Ensure Necessary Resources Are Available To Implement This Strategic Plan Through Sound Fiscal Planning And Management Of Allocations. Protect Community-supported Status And Undertake The Development Of Innovative Sources Of Revenue That Support Educational Programs Beyond That Which Is Available From Community And State Allocations.**

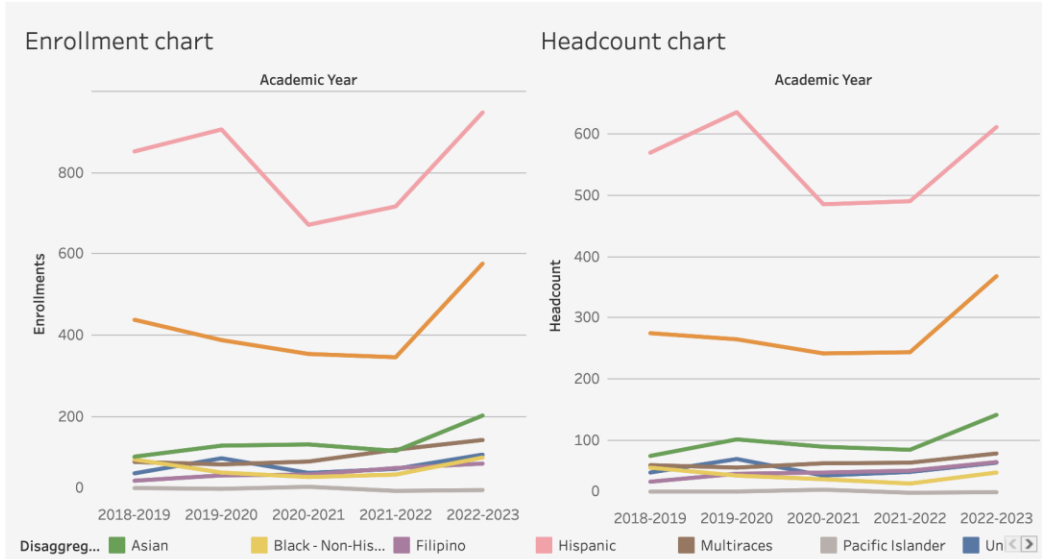


# Enrollment

- Enrolments increased from 1445 to 2331 enrollments over the 5 years (**about 37% increase**)
- **With additional staffing**, we will have an opportunity to set standards and create programming to serve the increase in students and student-athletes, while simultaneously supporting the foundations of our programming and revitalizing sports.



## Student Enrollment & Demographics



Disaggregation	Second Disaggregation	Academic Year				
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Unreported	Overall	31	37	32	29	78
Female	Overall	889	936	813	774	1,107
Male	Overall	778	770	600	716	990

Disaggregation	Second Disaggregation	Academic Year				
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Asian	Overall	101	128	131	115	202
Black - Non-Hispanic	Overall	94	62	51	57	99
Filipino	Overall	42	55	57	73	84
Hispanic	Overall	850	904	670	715	946
Multiraces	Overall	88	82	89	118	142

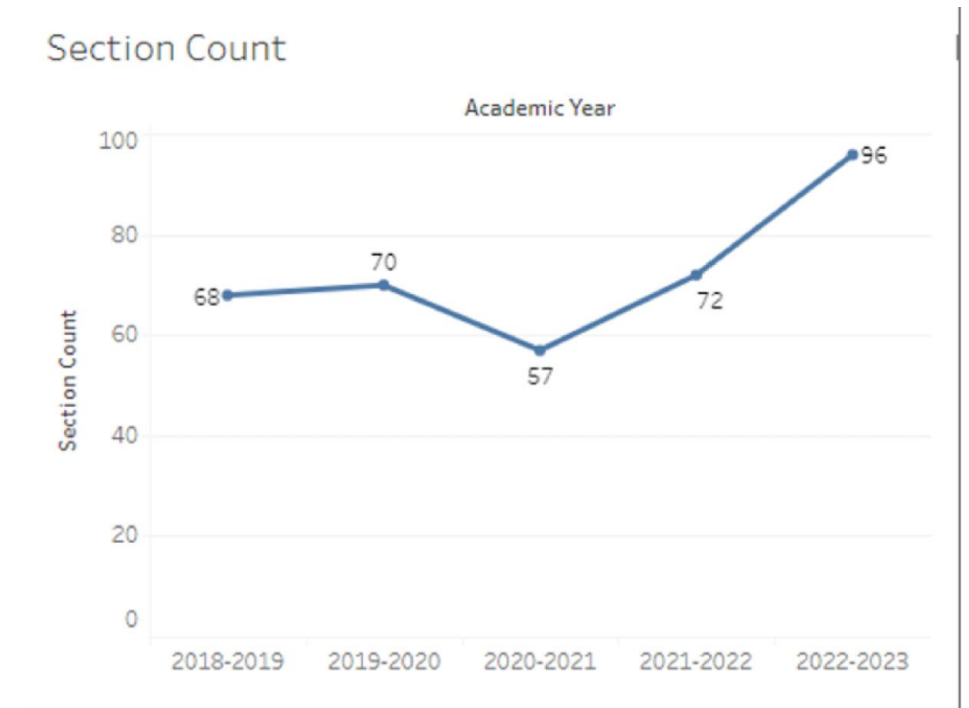
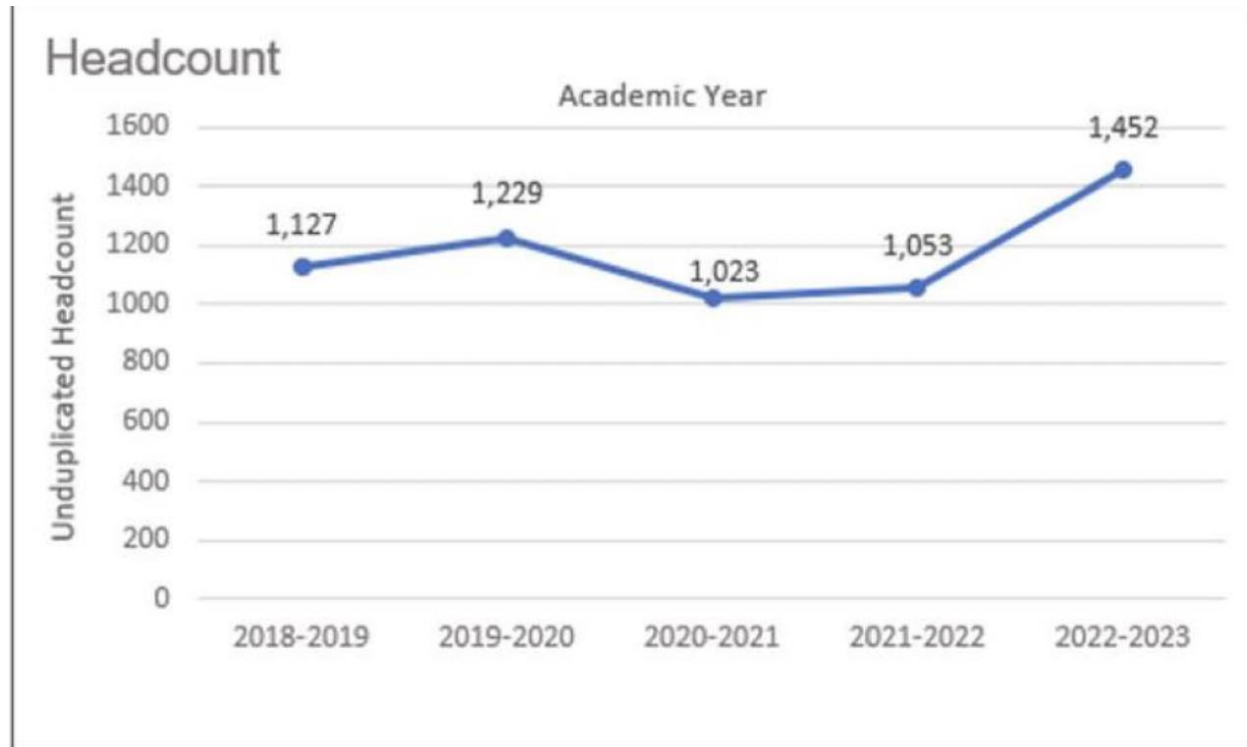
# Strategic Alignment

## [Cañada Educational Master Plan \(2022-2027\):](#)

- **Goal #1 Student Access, Success, and Completion**
  - Strategic Initiative 1.5 - Develop new Kinesiology, Athletics, & Dance programs and certifications in collaboration with the Community Fitness operations in Building 1 such that students have access to on-site job training and workforce development opportunities that effectively prepare them for health and fitness-related employment in the region.
- **Goal #2 Equity-Minded and Antiracist Division Culture**
  - Create and sustain an inclusive, antiracist, and equity-minded division culture
  - Strengthen the division culture of assessment and improvement to ensure programs effectively serve students and close equity gaps
- **Goal #3 Community Connections**
  - Strategic Initiative 3. 6 - Collaborate with community organizations to host summer camps, events, and other activities and programs that help triple the number of high school students on campus during the summer and on Saturdays during the academic year, particularly students who may not be college aware or on track to be college ready.
- **Goal #4 Accessible Infrastructure and Innovation**
  - Ensure Building 1 Kinesiology and Wellness is accessible
  - Provide advance and forward-thinking programming to students

# Headcount

- Headcount increased from 1127 to 1452 (about 23%) for 5 years
- We are serving about 207 athletes and 76 kinesiology majors
- Number of sections and offerings increased from 68 to 96 sections
  - The amount of class offerings indicates additional need for staffing to support our courses, programs and athletes such as instructional support, class promotion, athletics support, equipment.



# Productivity-Effectiveness

Across all demographics, KAD students are finding greater success and retention from the College average.

- KAD reports a Success Rate of 80.3% in year 2022/23
- KAD reports a Retention Rate of 88.8% in year 2022/23

➔ Both higher than College average

## Overall Outcomes

Time Detail	Disaggregation	Course Census En..	Success	Success Rate	Retention	Retention Rate	Total FTEF	Total Ftes	Total Wsch	Avg. Total Load	Section Count	Max Enrollment
2018-2019		1,585	1,283	80.9%	1,422	89.7%	13.35	197.4	5,922	314	67	3,340
2019-2020		1,591	1,250	78.6%	1,385	87.1%	11.96	197.9	5,936	337	61	3,284
2020-2021		1,407	1,105	78.5%	1,245	88.5%	10.91	166.2	4,986	292	55	3,160
2021-2022		1,443	1,165	80.7%	1,280	88.7%	12.03	176.4	5,293	257	60	3,300
2022-2023		2,167	1,740	80.3%	1,925	88.8%	16.95	250.3	7,510	232	90	5,386

# Sports Information Director

## The SID will help fulfill College Goal #3

- Community Connections

Cañada College establishes equity-minded partnerships with other educational institutions, employers, governments, and community-based organizations that result in seamless pathways for high school students transitioning to college, college students transitioning to university, and all community members pursuing career, and lifelong educational opportunities.

3.2 -- Transform where we share what Cañada has to offer by identifying and reaching new outreach audiences that help strengthen our ties to BIPOC communities (particularly those communities our recruitment maps indicate might be underserved, such as North Fair Oaks, Belle Haven, and East Palo Alto). Recruit more BIPOC students, including more students who identify as Black / African American.



# Sports Information Director

## Enhancing The Image of Cañada College

### SID Responsibilities:

- Intercollegiate athletics has reached a point where professionally managed websites, and social media apps are necessary for recruiting and transferring athletes to the next level. Currently, all of the website and social media work falls to the faculty.
- The SID will transform our athletics website, social media accounts, and presence in our local newspapers by providing continuous timely, accurate stories that promote not only our Athletic Programs but also Cañada College's mission.
- An effective sports information program provides the necessary materials and platforms for a successful recruiting pitch.
- The SID conducts regulatory changes to various media and online resources to stay in compliance with CCCAA bylaws and articles.



# Sports Information Director

## Public Relations Specialist

### **SID Responsibilities:**

- In addition to enhancing the image of our school the SID will be a public relations specialist who helps gain publicity for student-athletes' academic achievements and other positive aspects of Cañada College.
- They will be able to help promote transfer success for student athletes across the different programs.
- Source of education for our Student-Athletes and coaches on Social Media etiquette.

# Sports Information Director

## Event Manager

- Finally, the SID will serve as an event manager. This involves coordinating and training teams, developing engaging entertainment during halftime and timeouts, and hosting events to encourage lifelong support for the Colts.
- Responsible for staffing and managing all athletic event operations, including clock operators, statisticians, public address announcers, videographers, and live-streaming.
- The SID collaborates with coaches to ensure compliance with CCCAA bylaws, including game results, stats, rules, and regulations.

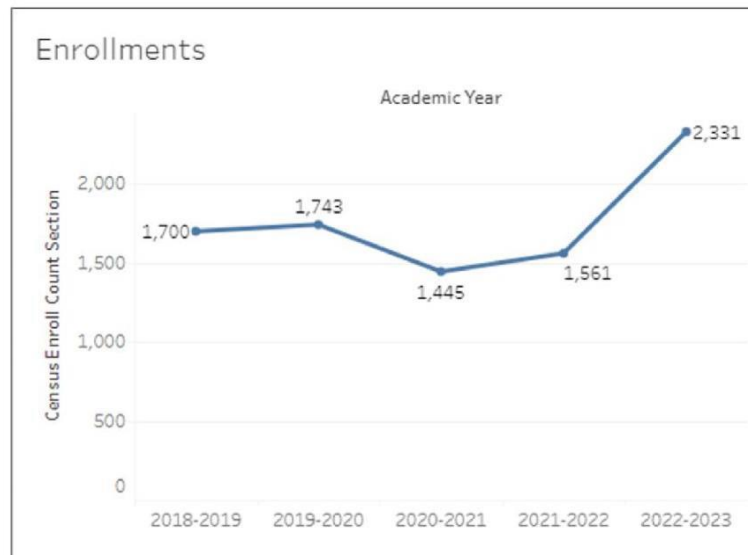




# Program Services Coordinator

## 37% Enrollment Increase!

- The PSC Supports Multi-Department KAD
- Students and full time Student Athletes
  - Shared space with Community Fitness
  - Presence on campus and in the community
  - Serving about 207 full time Athletes
  - Serving 76 Kinesiology Majors
  - Classes: Days **and** Evenings, Weekends **and** holidays
  - Communications between semesters for Athletes, Kinesiology Majors and Class Promotion
  - Transportation
  - Hosting Dance Performances
  - Hosting Varsity Athletic Events - weekly
    - Women's & Men's Soccer
    - Men's Basketball
    - Women's Tennis
    - Baseball
    - Women's Volleyball (coming soon)



Enrollment in Kinesiology, Athletics, and Dance was up 37.1% in 2022-2023 compared to five years ago in 2018-2019. Enrollment in these programs reached a five-year high in 2022-2023 (2,331 enrollments) and a five-year low in 2020-2021 (1,445 enrollments).

# Program Services Coordinator

## Foundational Support

- 5 years in the making, KAD has a home
- Stability and consistency for students and community
- Assist adjunct faculty and coaches
- Representation on campus and in our community
- Facilities rentals

### Spring 2023 Dance Classes

Registration begins in November

- DANC 121 Contemporary Modern
- DANC 125 Salsa
- DANC 130 Jazz Dance
- DANC 140 Ballet
- DANC 150 Hip Hop
- DANC 161 Tango Argentino
- DANC 400 Dance Production

1. Counts as PE Credit
2. Transferable to UC, CSU
3. Earn your AA Degree
4. Free for Sequoia Union High School Students



Cañada College Phone: 650.306.3146  
www.canadacollege.edu/dance

## BALLET



Wednesdays  
3:10 p.m. – 6:00 p.m.  
Begins January 18, 2022

All levels of experience welcome!  
\$46 for 16-week, 1-unit, college course  
FREE for Sequoia Union High School District students.

Questions?  
For more information, contact Professor Ana Mladinova at mladinova@gamcct.edu.

How do I register?  
Learn more about how to register at [canadacollege.edu/registration](http://canadacollege.edu/registration) and use the CRNs below:

- DANC 140.1 CRN: 43996
- DANC 140.2 CRN: 43997
- DANC 140.3 CRN: 43998
- DANC 140.4 CRN: 43999

## GET REGISTERED FOR SPRING 2023

Wednesday, November 9, 2022 • 11:00 a.m. - 3:00 p.m. • BLDG. 1, Room 2-224



### ATTENTION STUDENT-ATHLETES

Get registered for the spring 2023 semester with Athletics Counselor Nick Martin.

Let's get 100% of our Student-Athletes enrolled before winter break!

## MODERN DANCE



Mondays  
3:10 p.m. – 6:00 p.m.  
Begins January 23, 2022

All levels of experience welcome!  
\$46 for 16-week, 1-unit, college course  
FREE for Sequoia Union High School District students.

Questions?  
For more information, contact Professor Coleen Lorenz at [lorenz.coleen@gmail.com](mailto:lorenz.coleen@gmail.com) or call (650) 703-8554.

How do I register?  
Learn more about how to register at [canadacollege.edu/registration](http://canadacollege.edu/registration) and use the CRNs below:

- DANC 121.1 CRN: 44495
- DANC 121.2 CRN: 44496
- DANC 121.3 CRN: 44497
- DANC 121.4 CRN: 44498

# Program Services Coordinator

## Educational Master Plan Goals

- Increase KAD offerings
- Certificate and Degrees
- High Schools, Dual and Concurrent Enrollment
- Free College in 2023
- Community connections
- ComFit partnerships
- Summer and youth camps





# Equipment Manager

## College Goal #4.

### Accessible Infrastructure and Innovation

College financial resources are well managed in support of the College's values and to provide accessible physical and virtual spaces that promote continuous innovation and excellence in teaching and learning.

**4.4** -- Make the campus more visually welcoming and inviting to the diverse community through murals and activities that represent and appreciate the cultures of the student body.

**4.14** -- Develop the College budget to invest in the College's commitment to equity and antiracism.

# Equipment Manager

Part-Time 48%

## Academics

1. Assist in cleaning, disinfecting, inventory control, and maintenance of equipment.
2. Class set-up and break-down, including technology. Especially important when reconfiguring the gymnasium for classes, athletic programs, and outside rentals.
3. Equipment storage at both field level and in building #1.
4. Makes minor repairs to athletic equipment. Reports necessary repairs to the Instructor and/or Athletic Director. Recommends replacing damaged equipment and purchasing new equipment to meet the program.
5. Oversees storage and ensures the security of all KAD equipment

## Athletics

1. Prepare both indoor and outdoor sites for athletic competitions and practice (Athlete and Spectator Safety).
2. Help manage planning and interactions with game officials before, during and after competitive events relative to game itineraries, field/court readiness, parking, and locker room accommodations.
3. Interface with Public Safety officers and Athletic Director relative to event security matters and to ensure the overall health and safety of participants, spectators.
4. Assist coaches with management of equipment and uniform, including inventory control, procurement, planning to receive, records, data input and proper storage.
5. Work with coaches and athletic staff to insure the most effective use of the athletic facilities, including team practices and strength and conditioning sessions, game day events, rentals by outside organizations and other Cañada College departments.



# Equipment Manager

## Duties & Responsibilities

1. Exchanges information with students and staff regarding gymnasium facilities usage, maintenance, availability of equipment and supplies, safety and other usage procedures, sports events schedules and set-ups
2. Confers with faculty regarding equipment, set up, cleaning, and supplies required for various classes
3. Confers with outside groups and representatives concerning gymnasium facilities usage, schedules, and required set-up
4. Drives a motor vehicle to pick up and deliver equipment and supplies as assigned
5. Participates in the preparation and set up of facilities for athletic contests and events
6. Directs the work of others in the setup of facilities, supplies, and equipment for athletic contests and events as assigned
7. Inspects athletic equipment and supplies for quality, quantity, and condition
8. Researches vendors and makes recommendations for the purchase of new equipment and supplies
9. Modifies equipment and supplies as needed
10. Demonstrates safe use of equipment and supplies



# Equipment Manager

## Duties & Responsibilities (continued)

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11. Schedules use of, issues, records, receives and stores a variety of athletic equipment used by classes and individuals
12. Maintains inventory of equipment and supply stock
13. Uses a variety of computer software to document the use of, and maintenance schedules of equipment
14. Transports athletes in a passenger van or car as assigned
15. Drives a motor vehicle to deliver and pick up laundry, equipment, and supplies
16. Cleans uniforms and equipment as required
17. Picks up, cleans, and stores equipment and supplies
18. Performs spot cleaning and repairs in order to maintain an orderly gymnasium and locker room facility
19. Leads the work of student assistants as assigned
20. Performs other related duties as assigned



Thank You / Any Questions?

